



EMPLOYMENT VERIFICATION

Fairfax County supports families earning low and moderate-income by providing a sliding fee scale for SACC families. To be eligible, adults must document hours of work and income. Please complete all information requested below.

Section I: Employee to complete:

Employee's Name: _____ SACC Account #: _____

Employee's Address: _____
(street) (city/state) (zip code)

Employee's Home Telephone: _____ Cell: _____

I authorize my employer to release information regarding my employment, salary and schedule.

Employee's signature

Date

Section II: Manager/Supervisor/Employer to complete:

1. _____ works for me _____ hours per week.
2. This employee's rate of pay is: _____ per ☐ hour ☐ day ☐ week ☐ month
☐ bi-weekly (26 times/year) ☐ bi-monthly(24 times/year)
3. This employee ☐ **does** ☐ **does not** receive pay stubs (check one). Pay stubs will have to be submitted along with this form.

Work Schedule:

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(Example: 8-5)							

4. Employee's Start Date: _____
5. Manager/Supervisor's Name/Title (please print): _____
6. Company or Organization Name: _____
7. Company Address: _____
8. Employer's Phone Number: _____

I certify that this income information is a true and accurate statement of the financial status of my employee.

Manager/Supervisor's Signature

Date



A Fairfax County, VA
Publication



Fairfax County Department of
Family Services

Printed June 2015



Reasonable accommodations made upon
request; call 703-449-1414 or TTY 711.

Fairfax County



Office for Children